

**REQUEST FOR CD FORMS AND
OFFICE OF THE SECRETARY
STATIONERY/ENVELOPES****Send this order form to:**U.S. Department of Commerce
Operations Support (B511)
Washington, DC 20230**Or FAX to:**

(202) 273-3344 or 501-0744

FOR DOC USE ONLY

ORDER NUMBER:

DATE RECEIVED:

DATE:	SHIP TO ADDRESS: <i>(Give complete mailing address)</i>	
CONTACT PERSON:		
TELEPHONE NUMBER:		
BUREAU:		
APPROPRIATION NUMBER:	DELIVER VIA: <i>(Check one)</i> <input type="checkbox"/> RPS <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> FEDERAL EXPRESS <i>(Give account no.)</i> _____	SHIPMENT PRIORITY: <i>(Check one)</i> <input type="checkbox"/> RUSH <input type="checkbox"/> ROUTINE
SIGNATURE OF APPROVING OFFICIAL:		

CODE	LINE NO.	FORM NO.	TITLE OR DESCRIPTION OF ITEM(S)	AMOUNT* REQUESTED PK / PD / BX / EA	TOTAL COST
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

* PK=PACK PD=PAD BX=BOX EA=EACH:

Example 100/PD means the forms are packaged 100 forms to a pad, therefore if you require 300 forms you would place 3/PD in the amount requested column.

FOR DOC USE ONLY

CODE SYMBOLS:

✓ = FURNISHED G = ORDER FROM GSA NS = NOT STOCKED TOS = TEMPORARILY OUT OF STOCK: REORDER

ORDER FILLED BY: _____

VERIFIED BY: _____

DATE: _____ TIME: _____

DATE: _____ TIME: _____

DELIVER VIA: _____ PACKED IN: _____

☐ CARTONS ☐ BAGS ☐ RUSH ☐ ROUTINE